

CITY OF WILDWOOD
COMMUNITY CENTER/STORM SHELTER RULES & REGULATIONS

RESERVATIONS & FEE PAYMENTS:

1. All bookings for use of the facility will be through City Hall between the hours of 8:00 a.m. and 4:00 p.m., Monday through Friday. Such bookings will be in accordance with the rules and regulations governing the use of the facility as adopted and approved by the City Commission. A **Facility Use Agreement** for use of the facility will be in writing and on the approved **Facility Use Agreement** form prepared by the City. All monies received for such bookings and use shall be accounted for by receipt forms by City Hall.
2. A **Non-Refundable Reservation Fee of \$10.00** must accompany the **Facility Use Agreement** to guarantee the date requested.
 - a. The purpose of the **Non-refundable Reservation Fee** is to offset administrative costs associated with the processing and handling of the facility rental, as well as to mark the facility as unavailable to others who may be seeking a rental use during the same period.
 - b. The **Non-refundable Reservation Fee** will not be returned if applicant cancels event.
3. Applicants for reservations must be 25 years of age or older and satisfy the City that they are responsible and represent responsible organizations, will guarantee orderly behavior, and will underwrite any damage due to their use of the facility, however, the City reserves the right to deny any application that the City believes may be detrimental to the public welfare.
4. **Facility Use Agreements** will be processed as received. Where a conflict develops, final determination of any such conflicts will be determined by the first deposit and fee payment received in full.
5. User shall provide City with payment in full as required by the rules and regulations, at least 30-days prior to the date of requested use, and the completed **Facility Use Agreement** to utilize the facility must be supplied to the City of Wildwood on the proper forms at the same time, but not earlier than one year in advance of requested use or this agreement shall be cancelled, and the proposed use shall not be allowed.
6. The execution of the **Facility Use Agreement** is valid upon receipt of all fees due, and only for the date(s) of the agreement.
7. The **Facility Use Agreement** may not be assigned nor may user allow others to assume responsibility for the obligations herein. The name of the individual or group whose name appears on the **Facility Use Agreement** will be held responsible for all damages incurred during the use of the facility, except for normal wear and acts of nature.
8. In the event user is a Florida corporation, the undersigned affirms that he or she has the express authority to enter into this agreement and bind the corporation. Further, the undersigned agrees that he or she shall be the responsible person for purpose of contract regarding this agreement.
9. Rental fees are assessed to help defray the cost to the City of Wildwood for additional air conditioning, heating, lighting, water, maintenance of facility, contents and grounds required for these extra facility uses.
10. Sales tax will be charged at the current rate on all rentals, as required by state statute. If the applicant/organization is tax exempt, a copy of the tax-exempt certificate will be required.
11. Any breach of these rules and regulations shall constitute a forfeiture of any and all fees paid by the user for the use of the facility.

CANCELLATIONS:

1. 100% of rental and 100% of deposit fees paid will be refunded if **written notice** to cancel is given 30 calendar days prior to reservation. 50% of rental and 100% of deposit fees paid will be refunded if **written notice** to cancel is given at 14 calendar days prior to reservation. 0% of rental and 100% of deposit fees paid will be refunded for a cancellation received 13 days or less prior to a scheduled reservation. (Non-Refundable Reservation Fee will not be refunded in any situation).

DAMAGE/SECURITY/CLEAN-UP DEPOSIT & PAYMENTS:

1. In order to receive **Damage/Security/Clean-Up Deposit** back and to be considered for use of the facility in the future, with the exception of the final cleaning of the floors, the facility shall be left in the condition found and ready for the next booking without additional work or cleaning required by the City cleaning crew to avoid the extra charges from being deducted from the **Damage/Security/Clean-Up Deposit**.
2. **Damage/Security/Clean-Up Deposit** will be used to recover all actual costs incurred for the event that are above and beyond those fees agreed upon in the facility use agreement and the remaining balance will be returned to the applicant.
3. **Damage/Security/Clean-Up Deposits** will be returned within 30-days following the event unless damages are incurred to City property, additional cleaning is required, or time used is in excess of time paid for. Fees and costs associated with such will be deducted from the deposit prior to return.
4. Damages to facility, contents, or grounds will be deducted from renters **Damage/Security/Clean-Up Deposit**. In the event the damage exceeds the deposit amount, amount will be billed to the renter. Renter must complete repairs within ten days of the close of the event.

5. Violation of any of these policies may result in immediate cancellation of the event, closure of the building and forfeiture of the **Damage/Security/Clean-Up Deposit**.

RENTAL PERIOD:

1. The facility is available seven days per week between the hours of 7:00 a.m. and 12:00 midnight. Any activities dealing with minors shall cease by 11:00 p.m.
2. Holiday Use: Requests for usage on holidays should be received and paid for at least 60 days prior to date of event.
3. Minimum rental period for any room in the facility is two-hours. Additional time is on a per hour basis and is to be reserved at the time of booking.
4. Time used includes time required for setting up of tables & chairs, decorating, and other set ups, and ends after clean-up.
5. All time used beyond the paid rental period for clean-up will be charged by the hour and will be deducted from the **Damage/Security/Clean-Up Deposit** prior to refund.
6. All groups/applicants will have a definite time schedule to begin and end activities. This schedule must be closely followed. If your time overrun causes a delay for the next renter, these fees will also be deducted from your **Damage/Security/Clean-Up Deposit** prior to refund.
7. At least one hour must be allotted between each rental for basic clean up.
8. **Each renter must do a pre-event walk through and a post-event walk through** with the police officer/staff person on duty. Any discrepancies are to be noted in writing on the **Pre and Post Use Checklist** and should include discrepancies such as damages, areas and items not cleaned properly, or requiring additional cleaning, etc., Anything noted after renter's usage including damages or items or areas requiring additional cleaning by City of Wildwood cleaning staff will be deducted from renter's Damage/Security/Clean-Up Deposit. *The assigned time for the walk through for pre-event and post-event review or inspection shall be respected and may affect the particular or future bookings.*
9. The outside of the facility and parking lot shall be cleared immediately following the booking (no hanging around). Other groups may have the facility booked. If security has to linger beyond the booking time his/her charges for said time shall be the responsibility of the renter.

MULTIPLE USER ISSUES:

1. To ensure exclusive use of the facility, the entire facility would have to be booked.
2. Noise/Sound:
 - a. The City will try not to locate an incompatible use in an adjacent room, but has to depend on renter's honesty and common respect in many cases. Booking noise levels must be adhered to for the convenience of guests and other renters of adjacent facilities.
 - b. Uses of bands, DJ's or amplified devices must be disclosed at the time of rental to forestall voiding of the rental agreement. The walls are not guaranteed noise shields, mere mutterers of sound. The only way to ensure no sound interference from adjacent uses is to book adjacent rooms.
3. All renters and guests are to be respectful of any other users of the multi-room Community Center facility and do not have exclusive use of facilities. Others have paid rental fees as well, and, have mutual rights to such amenities as parking and the ice machine.
4. If a problem is experienced with another mutual renter, or another section of the Community Center's facilities, the Security Officer/Staff Security must be notified. Renters or guests must not attempt any corrective measures independently.
5. So as not to interfere with other on-going activities/programs, users are to remain in assigned areas and renters are responsible for counseling and controlling their guests and preventing their access to non-booked rooms or other areas even if they are unsecured. Other facilities may be open due to other simultaneous uses of the facility. Although a specific room or rooms may be booked, any damage to the entire facilities or grounds and parking area is considered part and parcel of the renter's responsibility since many more areas than the actual rooms booked are accessible to the guests.
6. The one-way *drop-off* covered area is not reserved for the exclusive use of any one renter. Please be mindful of that and respectful of other cars, pedestrians, and guests in the drop-off area.
7. Rental of any portion of the facility in no way entitles the user to use any of the space outside of the building except for parking, or as otherwise granted without written permission of the City Manager.
8. If made available, the ice machine shall be considered part of the rental and controlled by the renters in the same manner as the facility rented. Users are to use only the amount of ice necessary for their event so that ice will also be available to other users.
9. All groups/applicants will have a definite time schedule to begin and end activities. This schedule must be closely followed so other groups booked into the same room(s) directly following your booking will not be affected.

CITY OF WILDWOOD'S RIGHTS AND RESPONSIBILITIES:

It is the City of Wildwood's right:

1. To cancel or reschedule a reservation if an emergency situation arises, such as a chemical spill requiring evacuation or other like situations. ***The City's Community Center is a primary State of Florida Storm Shelter, which could be activated if a storm hits***

anywhere in the state, or for any other act of God that may occur necessitating the use of the Storm Shelter. If such is the case, the booking is automatically deferred until the center becomes usable again as a Community Center.

2. To accept or reject any person(s) from renting any of the City's facilities and/or parks and to reject any items renter requests to bring into the facility or onto the premises.
3. To terminate the **Facility Use Agreement** without cause upon reasonable notice.
4. To terminate a **Facility Use Agreement** at any time for cause. "For Cause" shall mean, in the City's sole discretion, any act or action which may damage the property, create a nuisance, violate City codes, State or Federal law, or which creates a danger or risk to the public, and to remove from the premises any individual or group due to damage to the facility, disturbing the peace or disruptive or inappropriate behavior, and, to refuse future bookings to individuals or groups that have been expelled from a facility or caused damage to a facility.
5. To request a State Certified Police Officer or Licensed Security Guard for such events they feel warrant the need for the additional security measures, such as proms, dances, events where alcohol is served, etc.
6. To have City Sponsored programs, events, activities and classes have priority over all other requests for use. All other rental events may be scheduled on a date that does not conflict with a City event.
7. To require the renting organization or individual to provide comprehensive general liability insurance in an amount specified by the Risk Management Dept., if the City deems it necessary, with City of Wildwood listed as "Additional Insured" and an original copy of the insurance certificate provided, if insurance is necessary.
8. Any furnishing, seasonal decoration and/or other accessory will not be removed to accommodate any renting organization or individual. Neither shall any fixed part to the facility be disarranged in any manner.
9. SHALL NOT be responsible for items left by guests, workers, employees or representatives of the event/rental.
10. The City of Wildwood, its officials, agents, and employees, are not responsible and will not be held liable for loss or damage to personal property or accidents, personal injury, or death that occurs by the negligence of others during the use of the facility. Any accident or injury must be reported to the City Manager IN WRITING within 24-hours.

SECURITY OFFICER/STAFF ON-SITE REQUIREMENTS:

1. A paid security officer/staff person will be required on site for all events to insure security of the building and it's contents/equipment as well as compliance with stated policies. No rental may take place without a staff person present without the consent of the City Manager.
2. Some types of events may require one or more police officers in addition to a security officer/staff person and payment will be renter's responsibility.
3. The security officer/staff person is not considered an employee of the group using the center, however, the renter shall pay directly to the security or police officer/staff person on site the amount due at the current off-duty police officer rate (currently \$25/hr. and subject to change based on local area rates) or \$8/hour (for regular staff person) *before the building is opened*.
4. Admission to the facility may be delayed, if payment is not made to security officer/staff person. This delay will not extend the end time of rental.
5. Payment shall be in cash or money order and payable to the security officer/staff person on duty. No personal checks will be accepted.

AUTHORITY/RESPONSIBILITY OF THE SECURITY OFFICER/STAFF PERSON:

1. To inspect the facility prior to use *with the renter* and inspect the facility after use *with the renter* and report any discrepancies in writing on the **Pre and Post Use Checklist** form and turn in to City Hall to determine if the cleaning/damage deposit will be returned.
2. NOT responsible to clean the facility; *all spills and clean up is the responsibility of the renter*.
3. To cancel and empty the facility (cancel the booking) if he/she determines the protection of the facility or others may be in jeopardy.
4. To eject individuals for rowdy, destructive, or inappropriate behavior from the building and/or park.
5. To contact law enforcement to have offenders arrested if public laws are thought to have been violated.
6. To report all excess time used, violations of the rules and regulations, including occupancy violations, cleaning discrepancies, damages, etc. to the City Manager at City Hall.
7. To control the facility and all its rooms regardless of the renter.
8. The decision of the City manager shall be final in the operation and protection of the facility.

TRAFFIC AND PARKING:

1. Caution must be taken to prevent harm to pedestrians and/or damage to vehicles. Renters and their guests must obey all traffic signs and adhere to Florida Driver laws. The boulevard and Community Center parking area lights are decorative in nature and not intended as roadway illumination. Vehicle lights should be used.

2. If an entranceway, guardhouse, and/or lane block mechanism is used it must not be circumvented by the renter or their guests. If parking attendants are used, they must be obeyed.
3. Renters or guests are not permitted to drive or park in areas not specifically designated for the booked area.
4. NO Parking is allowed in the one-way drop-off covered area and it is not reserved for the exclusive use of any one renter.
5. All vehicles are to use paved driveways only and appropriate parking areas.
6. Congregating, loitering, or lingering in the parking area is prohibited.
7. Bicycles may be ridden on the paved entrance road and paved parking areas; however they are not allowed inside the building or on the sidewalk surrounding the building. Roller skates and skateboards are not allowed anywhere inside or outside the facility.

ALCOHOL:

1. No alcoholic beverages may be sold or consumed in the facility or on the premises without an alcoholic beverage waiver permit. Application for such a permit can be made through the City Manager's office.
2. Alcoholic beverages may not be sold in the facility without compliance with **all** of the following:
 - a. Any person or entity selling alcohol at the facility must provide liquor liability insurance for every event when alcohol is served.
 - b. Any entity selling alcohol at the facility must have any alcoholic beverage permit issued by the State of Florida and provide a copy of it to the City of Wildwood.
 - c. At any function where alcohol is to be sold at the facility, the applicant must provide the City with proof of a minimum \$1 million general liability insurance coverage with the City of Wildwood named as a co-insured and liquor liability insurance with a minimum coverage of \$1 million with the City of Wildwood named as the co-insured.
 - d. The provision of such insurance shall not be deemed as a waiver of the City's sovereign immunity.
3. No alcoholic beverages may be sold, given to, or consumed by anyone under 21 years of age anywhere in the facility or on any city property.
4. The City reserves the right to require the presence of police officers at any event where alcoholic beverages **are served** unless there is evidence that the event is of a nature that will not require such protection.

MINORS (UNDER AGE 18):

1. Any program or activity involving minors must be sponsored by a duly organized and approved adult non-profit organization.
2. Rental to groups composed primarily of minors will be issued only to adults over the age of 25 who accept responsibility for supervising the minors throughout the rental period. A separate **Adult Responsibility for Minors** form will be required to be signed by the adult accepting such responsibility.
3. The adult applicant and chaperones shall bear the legal responsibility for the supervision of the minors attending the event and are responsible for counseling and controlling the minors and preventing their access to non-booked rooms or other areas of the building even if they are unsecured. Other facilities may be open due to other simultaneous uses of the facility.
4. There shall be one adult chaperone for each 20 minors. A **Chaperone List** shall be furnished with the **Facility Use Agreement** and must contain the name, address, phone number, date of birth, and age of each chaperone. Failure to provide the list as stated shall constitute a breach of agreement and the facility shall not be used. The applicant shall forfeit any and all fees paid by the applicant for the facility use if the **Chaperone List** is not provided and/or any part of the agreement is breached or revoked for cause.
5. If there is a change in chaperones, it is the responsibility of the adult applicant to provide the City of Wildwood with the new information no later than **five days** prior to the event.
6. Chaperones shall be on duty in the building before, during and after the activity and a representative of the sponsoring organization shall remain on the premises until all minors have been picked up left the area.
7. No running or horseplay is permitted in any of the rooms booked. Children must be kept under control at all times since they are most susceptible to self-inflicted injury.
8. Any activities dealing with minors shall cease by **11:00 p.m.**
9. The adult applicant signing the **Adult Responsibility For Minors** form shall be responsible for providing a complete copy of the rules and regulations for use of the facility and those pertaining to minors, to all chaperones.

FACILITY USAGE:

1. Facility availability is subject to previously scheduled activities. No one individual or group will be allowed to monopolize the facility.
2. No religious groups may use the facility as a church for regularly held church services. This does not preclude rental by churches or church connected groups for occasional one time use.
3. Any activity in which the facility is used will be conducted according to law.
4. Users or their representatives must have a copy of the **Facility Use Agreement** on hand at all times while using the facility and must display such when approached by City personnel.

5. To ensure exclusive use of the facility, the entire facility would have to be booked.
6. Any program or activity involving minors must be sponsored by a duly organized and approved adult non-profit organization. Rental to groups composed of minors will be issued only to adults over the age of 25 who accept responsibility for supervising the minors throughout the rental period.
7. Rental of any portion of the facility in no way entitles the renter or guest(s) to use any of the space outside of the building, including other areas of Millennium Park, except for the designated parking, without prior approval from the City of Wildwood.

USER (RENTER) IS RESPONSIBLE:

1. To control the admission, presence, or ejection of all persons to their event and to support the ejection of any person(s) by the police officer/staff person or police department.
2. Renters are responsible for the conduct and actions of their guests and invitees, and for controlling their behavior in and around the facility, to include prohibiting horseplay and running in any of the rooms, to keep children under control at all times, and to keep guests and children out of any areas not included in booked area(s).
3. To prohibit non-guests on the premises unless dropping off a guest or picking up a guest and then for no longer than that action takes, and to identify, by name if known, any attendees or lingerers, not considered guests, to the police officer/staff person.
4. To protect the facility at all times, both inside and outside to including the use of small-restricted areas, such as the washrooms, washroom stalls, folding doors, ceiling areas, lights, chandeliers, carpets, furnishings, plants, etc. Particular attention must be paid by the renter to the use of the facility by children or those who act like children. For any damage to exterior planted materials, renter must replace any damaged plants/foilage with the same type of planting.
5. For damages or other costs incurred by the City in excess of the fees paid and will be responsible for recovering charges from individuals or groups causing said charges (damages) unless a judge awards/recovers said charges from the perpetrators.
6. To report any damages to the security officer/staff person whenever it occurs or is discovered.
7. To be cognizant that the facility is being rented for use, it is owned by the City of Wildwood, and the booked facilities do not hold the same protections under the law as one's personal residence.
8. To clear out of the facility without going beyond the end of the rental time.
9. To abide by the maximum occupancy rates set by the State Fire Marshal for any/all rooms rented by user. Renter must book room(s) appropriately according to the number of guests expected so as not to exceed these numbers. In instances where open invitations are used, renter is responsible for counting guests and to cut-off admission so as not to exceed maximum occupancy numbers.
10. With the exception of the final cleaning of the floors and toilets, to leave the facility in the condition found and ready for the next booking without any additional work or cleaning by the City cleaning crew to avoid extra charges from the **Damage/Security/Clean-Up Deposit**.
11. For obtaining all necessary licenses and permits, and for paying all taxes, which may be required.
12. To utilize and protect the ice machine, if included in rental, in the same manner as the facility booked.
13. To comply with all normal safety practices, as all risky, dangerous, or illegal undertakings are strictly prohibited.
14. To not incur any debt or obligation whatsoever that could attach as a construction lien nor in any way obligate City for payment of charges.
15. To indemnify and defend City at User's expense against all claims, expenses, and liabilities arising from the use of the facility or this agreement shall be in breach.
16. To have a copy of the Use Agreement on hand at all times while using the facility and must display such when approached by City personnel.
17. Obtaining more chairs from an outside source, if additional chairs are needed. However, the total number of chairs shall not exceed fire safety code regulations. No tables and chairs are to be brought into the facility unless approved in writing by the City.
18. To completely remove any decorations installed by the renter before leaving the facility.
19. To take normal care in the use of electrical outlets, not to overload circuits, and to prevent tripping on floor plates.
20. To notify the security officer/staff person if there is an electrical failure, plumbing problem, or other service problem.

PROHIBITED ACTIVITIES AND/OR AREAS:

1. Possession, distribution, or use of illegal drugs is absolutely prohibited. Violators will be prosecuted to the fullest extent of State and Federal Laws.
2. No smoking or tobacco products are allowed in the facility at any time. Smokers must exit the building and use the areas and cigarette receptacles provided, outside the building. All facility guests may use the "Oak Tree Park" area to the northwest of the building unless a specific reception is booked and posted.
3. No flammable substances, open flames, candles, fireworks or sparklers of any kind inside or outside the facility.
4. No animals in the facility at any time (except Seeing Eye Dogs)
5. No alcoholic beverages (without City approval, proper permits, insurance, and police officer(s)) (SEE ALCOHOL SECTION OF POLICIES)

6. All risky, dangerous, or illegal undertakings are strictly prohibited.
7. Weapons of any kind are prohibited in or on City property.
8. Any acts that would endanger the welfare or safety of other persons are prohibited.
9. Gambling in any form is prohibited.
10. No person shall conduct themselves by improper actions or dress or use profane, obscene, or blasphemous language. Such conduct shall subject the violator(s) to refusal of the facility's privileges, with immediate expulsion from the facility.
11. Roller skates and skateboards are not allowed anywhere inside or outside the facility.
12. Bicycles may be ridden on the paved entrance road and paved parking areas; however they are not allowed inside the building or on the sidewalk surrounding the building.
13. The renting organization shall neither erect nor operate on the premises, without consent of the City Manager, any machinery or equipment operated by electrical or other power.
14. The renter shall not install any wires or electrical appliances without consent of the City. The Renter shall neither erect nor operate on the premises, without consent of the City, any machinery or equipment operated by electrical or other power. All electrical wires, etc., if approved, that are placed on the floor must be covered the entire length with mats or carpets so as to prevent any possibility of tripping by anyone.
15. Because of the public nature of City facilities, any furnishing, seasonal decoration and/or other accessory will not be removed to accommodate any renting organization or individual. Neither should any fixed part to the facility be disarranged in any manner.
16. Sales of food, drinks, or other items are prohibited unless approved by the City Manager.
17. The renter should take every precaution to avoid bringing into the facility anything suspected to be infected with insects, particularly roaches.
18. Congregating, loitering, or lingering in the parking area is prohibited.
19. No running or horseplay is permitted in any of the rooms booked. Children must be kept under control at all times since they are most susceptible to self-inflicted injury.
20. If the room temperature is too hot or cold, the security officer/staff person must be called to make adjustments. Room temperature change takes time after adjustment due to the size of the room and number of people in it.
21. The generator and air conditioning areas, inside and outside the facility are out-of-bounds to renters and guests. Renters and guests must not touch electrical breakers even if they are accessible.
22. Non-guests are not permitted on the premises unless dropping off a guest or picking up a guest and then for no longer than that action takes.
23. Filling up of coolers or other containers with ice to be used anywhere except for renter's paid event.
24. Extra chairs may not be stored in the facility prior to or after event; they must be set up and removed during paid rental period.
25. The landscaped areas, storm water areas, medians, lighting, irrigation system, etc., are not to be considered general access areas, unlike the roadways and parking.
26. No signs, decorations, or other materials will be attached to the building walls, either interior or exterior. The use of tape or other adhesives, nails, tacks, screws, staples or similar articles on interior or exterior surfaces is strictly prohibited. Any decorations must be put up without defacing the facility and will be subject to approval and subsequent supervision of the City Manager or designee.
27. Signs, banners, decorations or advertising materials may not be erected or placed inside, outside, or near the facility without the approval of the City Manager and the proper permits from the Code Enforcement department.
28. No plants or trees may be punctured, trimmed, or moved, either inside or outside the facility to accommodate the hanging or posting of any signs, banners, posters, etc.
29. City owned items may not be removed from the room(s) or from the walls, including but not limited to pictures, notices, seasonal decorations, artificial flowers and plants, small tables, lamps, etc. City owned items will not be removed to accommodate any renting organization or individual, except, when viewing the facility prior to booking when the request may be made in writing. Request will only be accepted at time of booking.
30. DO NOT SIT ON TABLES as they may collapse causing injury; chairs are provided for sitting.

FOOD SERVICE AREA FACILITIES:

1. Each Food Service Area is limited to one refrigerator, one microwave oven, one stove, and a sink, as well as cupboards and a serving window.
2. Cooking is not allowed; all food should be prepared prior to your event. The stove is to be used only for warming of pre-cooked food.
3. No food may be stored prior to or left after paid rental period.
4. There are no steam tables.
5. User must provide all items needed for warming & serving, and for proper clean up of Food Service Area (dish detergent, dish cloths, towels, etc.). No pots, pans, potholders, cups, glasses, plates, utensils, or other preparation and serving items are provided with the bookings. Paper or plastic ware is recommended.

WASHROOMS:

1. With the exception of floor cleaning, and other normal urinal, sink and toilet cleaning, the renter agrees to leave the washrooms as found upon **Pre Use Checklist**.
2. The renter must pay particular attention to the use of these facilities by children or those who act like children.
3. Washroom stall partitions are sturdy but could be marked by a sharp object or otherwise damaged and may be expensive to the renter to fix or replace. These small-restricted areas may need to be controlled by the renter to ensure protection.
4. Nothing except human waste and toilet paper is permitted in toilets. Diapers are to be contained and removed from the premises. Feminine items are to be placed in the proper container(s).

DECORATIONS, SIGNS, AND SET-UP/BREAK-DOWN:

1. Time used starts with set-up/decoration of room and ends after clean up. Each additional hour or any part thereof, beyond the hours paid for, will be charged the full hour.
2. No extra time will be allotted at the end of the rental period for cleanup/break-down. Renters must be aware that the facility **MUST** be vacated and cleaned by the time their rental period ends. If not, then the **Damage/Security/Clean-Up Deposit** may be used to cover this additional expense. Times listed in the facility rental contract must include set-up and clean up.
3. The installation of decorations or other set-up materials and the takedown of said additions shall occur within the booking time, not before or after.
4. The renters shall be particularly careful in the temporary installation or removal of set-ups such as decorations as no part of the facility including paint or trim shall be damaged.
5. No signs, decorations, or other materials will be attached to the building walls, either interior or exterior. The use of tape or other adhesives, nails, tacks, screws, staples or similar articles on interior or exterior surfaces is strictly prohibited. Any decorations must be put up without defacing the facility and will be subject to approval and subsequent supervision of the City Manager or designee.
6. All decorations, their fasteners, and other items brought into the building must be removed and disposed of properly prior to event closure.
7. City owned items may not be removed from the room(s) or from the walls, including but not limited to pictures, notices, seasonal decorations, artificial flowers and plants, small tables, lamps, etc. City owned items will not be removed to accommodate any renting organization or individual, except, when viewing the facility prior to booking when the request may be made in writing. Request will only be accepted at time of booking.
8. No plants or trees, inside or outside the facility, may be punctured in any way, trimmed or moved to accommodate the hanging or posting of any signs, banners, posters, etc.
9. Signs, banners, decorations or advertising materials may not be erected or placed inside, outside, or near the facility without the approval of the City Manager and the proper permits from the Code Enforcement department.

CHAIRS & TABLES:

1. A specific number of tables and chairs are assigned to and marked for each room rented. Under no circumstances will tables & chairs be moved from one room to another.
2. If renter requires more tables/chairs, renter is responsible for obtaining them from an outside source, provided the total doesn't exceed fire code capacity. No tables or chairs are to be brought into the facility unless approved in writing by the City Manager.
3. Extra tables/chairs may not be stored in the facility prior to or after renter's event; they must be set up and removed during paid rental period.
4. Table and chair set up is the responsibility of the renter.
5. Tables and chairs are to remain inside the building at all times.
6. **All tables used for food (both serving and dining) must be covered with either cloth or plastic table covers by order of State of Florida Health Department.**
7. Use of staples or tacks as an anchor for your table cover is prohibited.
8. **Do Not Sit On Tables** as tables may collapse and cause injury - chairs are provided for sitting.
9. All tables and chairs used must be cleaned prior to take down and storage so that they are completely ready for the next user.
10. Sufficient chair and table dollies are provided; stacked chairs can topple if not stacked correctly or are stacked too high.
11. All tables must be properly stacked back onto the storage dolly after use according to diagrams provided.
12. All chairs must be properly stacked back on the storage dolly after use according to diagrams provided.

PROTECTION OF THE FACILITY AND ITS AMENITIES:

1. The folding doors are not to be breached and are to be protected by the renter(s) from damage or marks. The doors are acknowledged by the renter(s) to not be of the same sturdiness as the cement walls and are acknowledged to require a higher degree of protection.

2. The ceiling areas and lights are part of the booking area and require the same protection as the rest of the facility to prevent damage by the guests.
3. The tile floors are relatively sturdy; however, any carpeted wainscot or wood areas can be damaged by guests and may require extra protection by the renter(s).
4. A certain amount of artificial flowers, trees, small tables, chairs, lamps, blinds, etc., and other room enhancements may be present and accessible to guests and similarly must be protected. Upon the pre-booking inspections, the renter(s) can request in writing, that these amenities be removed.
5. Particular care of the sconces and chandeliers on the second floor must be exercised since they are more fragile than those in the rest of the facility are.
6. If the City deems necessary, the renting organization or individual may be required to provide comprehensive general liability insurance in an amount specified by the Risk Management Dept. If insurance is required, the City of Wildwood must be listed as "Additional Insured" and an original copy of the insurance certificate provided.
7. The City of Wildwood has the right to request a State Certified Police Officer or Licensed Security Guard for such events they feel warrant the need for the additional security measures at renter's expense.

SAFETY AND HEALTH ISSUES:

1. Wall and floor electrical outlets are provided in all rooms. Normal care must be taken in the use of these items. Care must be taken not to overload the circuits. Floor plates may not be completely recessed and care must be taken to lift feet when walking around them.
2. Congregating, loitering, or lingering in the parking area is prohibited to prevent accidents and injuries, fights, etc.
3. The facility has a back-up electrical generator system since the facility is a primary State of Florida Storm Shelter designed to withstand constant winds of 110 MPH and gusts of up to 130 MPH (the facility is in a 90 MPH zone of expected maximum winds). Renters must not touch electrical breakers even if they are accessible.
4. The renting organization shall neither erect nor operate on the premises, without consent of the City Manager, any machinery, or equipment operated by electrical or other power, nor shall renter install any wires or electrical appliances without consent. All electrical wires, etc. if approved, that are laid across the floor must be covered over the entire length with mats or carpets so as to prevent any possibility of tripping by anyone.
5. No flammable substances, open flames, candles, fireworks, or sparklers of any kind inside or outside the facility.
6. Do not sit on tables as there is always the possibility of collapse - chairs are provided for sitting.
7. All tables used for food (both serving and dining) must be covered with either cloth or plastic table covers by order of State of Florida Health Department.
8. The City has the right to request a State Certified Police Officer or Licensed Security Guard for such events they feel warrant the need for the additional security measures, at renter's expense.
9. If City deems necessary, the renting organization or individual may be required to provide comprehensive general liability insurance in an amount specified by the Risk Management Dept. If insurance is required, the City of Wildwood must be listed as "Additional Insured" and an original copy of the insurance certificate provided.

USER CLEAN-UP RESPONSIBILITIES:

1. No extra time will be allotted at the end of the rental period for cleanup. Renters must be aware that the facility MUST be vacated and cleaned by the time their rental period ends. If not, then the **Damage/Security/Clean-Up Deposit** may be used to cover this additional expense. Times listed in the facility rental contract must include set-up and clean up.
2. To leave the facility in a condition and ready for the next renter without additional work or cleaning necessary, with the exception of final floor cleaning to be performed by the City cleaning crew. In order to receive **Damage/Security/Clean-Up Deposit** back and to be considered in the future, the facilities used must be left in the same condition as found:

TRASH:

1. A dumpster for facility use is provided for renter(s) off the rear (west end) of the facility. All waste from the renter's use of facility is to be bagged in plastic bags and placed in the dumpster.
2. All trash cans inside the facility must be emptied AND clean bags left in each can.
3. Garbage cans are provided around the facility and, if full, renter(s) are to then use the dumpster.

TABLES & CHAIRS:

1. All tables used must be washed with warm soapy water and dried prior to stacking on table dollies.
2. Chairs must be wiped of any spills, including chair legs prior to stacking on chair dollies.
3. Must properly stack (per diagrams provided) chairs and tables on dollies as provided, after use.
4. Tables, chairs, table dollies, and chair dollies must be counted.

FOOD SERVICE AREAS:

1. Floors must be swept and mopped and be free of all food items.
2. Walls, ceilings, and doors are the responsibility of the renter and shall be cleaned of all imperfections or marks to the standard prior to the booking.
3. All counter tops, cabinets, and drawers shall be emptied of all items. Countertops and any food or marks on cabinets, drawers, shelves, etc. shall be cleaned to the pre-booking condition.
4. Refrigerator and freezer shall be emptied of all food items (including ice) and shall be wiped clean inside and outside of any spills to the pre-booking condition.
5. Oven shall be emptied of all food items and wiped clean to the pre-booking condition.
6. Stovetop and burner pans must be wiped clean to the pre-booking condition.
7. Microwave oven shall be emptied of all food items and cleaned to the pre-booking condition.
8. Sinks shall be emptied of all food items and cleaned to the pre-booking condition.
9. Trash cans shall be emptied and a clean plastic bag inserted.

MAIN ROOM(S):

1. The floor(s) shall be swept and mopped and be clear of all food items and things brought into the facility, except that the actual final cleaning of the floor shall be the responsibility of the City cleaning crew.
2. Carpet (if applicable) shall be cleaned of any debris.
3. Any decorations installed by the renter shall be completely removed, including any marks left, prior to vacating the facility.
4. Walls, ceilings, and interior doors are the responsibility of the renter and shall be cleaned of all imperfections or marks to the standard prior to the booking.
5. Folding/Partition Doors shall be cleaned of all marks to the standard prior to the booking.
6. Water fountain shall be clean to the pre-booking condition.
7. Plants/Flowers must be left clean and undamaged.
8. Flags must be left clean and undamaged.
9. Trash cans shall be emptied and a clean plastic bag inserted.

RESTROOMS (MEN'S AND WOMEN'S):

1. Floors shall be swept and mopped and be free of all debris (tissue, towels, etc).
2. Trash cans and sanitary product disposals shall be emptied and a clean plastic bag inserted.
3. Walls, stalls, and ceilings shall be cleaned of all imperfections or marks to the standard prior to the booking.
4. Sinks shall be clean of all debris (hair, towels, etc.) to the pre-booking condition.
5. Toilets and urinals shall be clean of all debris and flushed to the pre-booking condition.
6. Towel dispensers shall be clean to the pre-booking condition.

EXTERIOR AREAS – GROUNDS & PARKING:

1. All areas utilized must be cleaned up before leaving, including the entrance road, walkways, grass areas, park areas, parking, travel ways, and other areas accessible to the renter and their guests; renter(s) is responsible for cleanup. (In the event of multiple users, all are responsible).
2. To police the area used, inside and outside to confirm that ALL is clean.
3. Exterior walkway(s) must be free of any trash debris.
4. Parking area used by renter and guests shall be cleaned of all trash and debris.
5. Grass area (if used) shall be free of all trash and debris.